



**Cape May County Planning Department
Open Space Program
SPECIAL FUNDING ROUND APPLICATION – 2016**

**PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL
SHEETS AS NEEDED FOR RESPONSE TO THE PROJECT NARRATIVE**

Applicant / Project Developer Information:

Applicant's Name/Contact Person _____ / _____

Mailing Address: _____

Telephone # : _____ **Cell Phone #:** _____

Fax #: _____ **E-Mail:** _____

Project Information:

Project Name: _____

Project Purpose: _____

Project Location: _____

Municipality: _____ **Block/Lot (if applicable):** _____

Route / Right of Way Description: _____

Regional Path Section (*as identified in CMC Regional Bike Path Plan:*): _____

Property Owner(s) / Jurisdiction(s): _____

Are there any restrictions or easements on the property? ___ If "yes", provide additional information as an attachment

Do you, as Project Developer, have legal control of the site (i.e. ownership, easement, developer's agreement, interlocal agreement, etc.)? _____ **Provide documentation of site control as an attachment to this application.**

Brief Project Description: *(Provide additional details in the Project Narrative)*

Grant Request Information:**Total Project Cost:** _____**Amount of Funding Request Capital Improvements:** _____**Amount of Funding Request for Engineering & Design*:** _____**Amount of Other Funds & Source of Funds:** _____*(Provide letter of commitment or other relevant documentation from funding source)*

*Note: Up to 50% of costs for Engineering and Design, as identified in the Cost Estimate submitted with this application, are eligible for reimbursement for this project, if approved by the Board of Chosen Freeholders. Reimbursement will be provided as part of the single payment upon successful project completion in accordance with Open Space Program Close-out procedures.

User Fees:

Any User Fees charged for facilities funded by the Cape May County Open Space Program must be modest, customary, reasonable, and dedicated to the maintenance of the funded property. The Open Space Program must deem these fees necessary and approve the fee schedule prior to the award of funds. Any approved fees must be dedicated to the maintenance of the funded facility; the municipality is required to submit updated fee schedules and budget line items to the Open Space Program on an annual basis.

Do you plan to charge User Fees once the project is complete? _____ Provide a copy of the projected rates and explanation of how fees will be used to support the facility.

Permissions and Signatures:

Do you give the County Open Space Board and/or its consultants permission to physically inspect the property? _____

Signatures: Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application for Special Funding Round funds.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Project Developer's Signature: _____ Date: _____

Project Developer's Signature: _____ Date: _____

Required Application Elements:

1. Detailed Project Description:

Provide detailed information on the proposed project, including the following:

- Project Limits / Boundaries
- Description of Work to be Completed (i.e. design, permitting, site preparation, paving, drainage, signalization, signage, site amenities)
- Anticipated / Required Permits
- Jurisdictional/Property Owner Approvals (i.e. Rights of Way)

Include dialogue for justification and/or reasoning for route selected, including connectivity with existing bike/pedestrian/multi-use trail or recreation facilities, community resources, safety considerations, etc.

Explain how the project would complement local planning initiatives including Complete Streets Policy, Master Plan, Open Space/Recreation Plans, and other regional related planning documents. Detail your municipal participation in the County Open Space Board's 2015-16 Regional Bike Path and Implementation Strategy project and how this particular project contributes to regional bicycle facility connectivity.

Provide a copy of any designs or plans for the project, if available.

2. Project Area Map:

Provide a project map that shows project limits, street names, and relevant community features (i.e. recreation facilities, schools, libraries, and other sites that would potentially contribute to the use of the proposed facility)

3. Cost Estimate:

Include a detailed cost estimate for the proposed project (Engineer's Estimate is strongly preferred). Estimate must include costs for all elements of the proposed project, including items such as site preparation, paving, striping, drainage, traffic signal improvements, signage, and site amenities. A separate line item must be included for Engineering and Design costs. Please note that only items listed on the cost estimate will be eligible for consideration for Open Space funding.

4. Project Schedule:

Provide a proposed anticipated project timeline, in terms of weeks, beginning at grant award ("Week 1"), and ending with grant close-out ("Week x"). Include elements such as design, RFP/Bid process (if applicable), construction, and project completion, as well as any other important and/or relevant project milestones.

Project Narrative:

Please type responses to the issues presented below and attach to this application.

A). _Describe the land use and development patterns in the area to be served by the proposed project. Indicate how the implementation of the project would enhance the area, and its intermodal connectivity to community assets (i.e. public facilities, neighborhoods, business districts, historic/cultural assets, etc.). Include a description of the anticipated use of the facility (commuting to/from work or school, recreation trips, etc.), as well as projected ridership numbers (if available).

B.) Describe the process that the community undertook to select the proposed route, including any public meetings, planning charrettes, or other community dialogue. Provide specific reference to design guidelines used, as well as details on the considerations used to maximize public safety for users of the proposed facility, including ADA considerations.

C.) Explain how the investment of County Trust Fund dollars to develop this facility will leverage existing and planned public and private projects in the community and in the region.

D.) If matching funds are being provided by the applicant or other entity, please indicate the amount and document the commitment.

E.) Provide documentation of a commitment for long-term maintenance of the site. Please note that the exact terms of this commitment will be detailed within an agreement between the County of Cape May and the applicant, should the project be selected for funding.

G.) Provide information on the Applicant's success with past projects of a similar nature, including those projects where Open Space Trust Funds were awarded.

NOTE: SPECIAL FUNDING ROUND ARE DUE BY 4:00 PM ON MONDAY, AUGUST 15TH.

Return two copies of this application and associated materials to:

**Cape May County Planning Department
4 Moore Road
Cape May Court House, N.J. 08210
Attn: Barbara Ernst
(609) 465-1086**